King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 4 **Security & Use of Force**	
4.02.004, Roll Call	Approved By:	Director Allen Nance
	Effective Date:	September 23, 2022
	Reviewed By:	PRC
Distribution:	Review Date:	September 19, 2022

Purpose
To establish times for information to be conveyed and discussed regarding events that have taken place or will be occurring during that shift. Supervisors will also use this time to ensure there is adequate coverage for all staffing positions on the schedule.

Policy
It is the policy of this Department to have time at the beginning of each shift to ensure the shift is notified of relevant information, necessary to running a safe, secure and humane detention facility, and to confirm that a shift will be operated at the proper staffing levels.

A. General Guidelines

1. Roll call is to begin 10 minutes prior to each shift.
2. Roll Call should last no longer than 5 minutes, and should be used for the dissemination of information, with the remaining 5 minutes to be used by employees to reach their assigned workstation. Every effort shall be made to ensure staff are relieved on-time.
3. The Shift Commander or their designees shall conduct roll call.
4. Time permitting, supervisors shall attempt to answer questions that arise during roll call.
5. A portion of this time may be used to instruct or train as necessary.

B. Officers shall:

1. Be present, ready to work and on time at the beginning of roll call.
2. Sign in on the roster prior to roll call.
   a. The requirement to sign in prior to roll call is waived for uniformed staff who are working outside the facility or who are already working the previous shift.
3. Be attentive to comments, questions, and explanations made in rollcall.
4. Ask any operational questions that may be pertinent.
5. Once dismissed, report immediately to their duty station.

C. The Supervisors shall:

1. Attempt to post the shift roster at least 20 minutes prior to roll call, when feasible.
2. Take attendance of the shift officers and account for absentees.
3. Read assignments aloud if last minute changes to the roster or assignments are made.
4. Ensure all posts are staffed, and arrange for extra staffing, as necessary.